

# Position Vacancy Announcement



U.S. EMBASSY, MEXICO

NO: 09/06

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A52-805 MAINTENANCE TECHNICIAN, FSN-5, FP-9

OPENING DATE: JULY 14, 2009

CLOSING DATE: JULY 28, 2009

WORKING HOURS: Full-time; 40 hours/week (7:30 a.m. to 4:30 p.m.)

SALARY: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-9 to be confirmed by Washington.

\*Ordinarily Resident: \$149,272.47 pesos per year (Starting FSN-5 salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

\*ELIGIBLE FAMILY MEMBERS AND MEMBERS OF HOUSEHOLD MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR SPONSOR'S TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.\*

---

The U.S. Consulate in Merida is seeking an individual for the position of Maintenance Mechanic in the General Services Office (GSO)

## BASIC FUNCTION OF POSITION:

The employee maintains Consulate Merida compound, building and leased residences operational at all times, within U.S. Government safety standards. The incumbent provides the necessary maintenance services to make office and residential facilities a comfortable environment for employees, tenants, visitors and users.

## QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of middle school and technical school training in maintenance, electricity, air conditioning, plumbing and/or carpentry is required.
- Two (2) years experience as a maintenance technician in light or heavy industry or in maintenance of apartments, condos, hotels, or commercial businesses is required
- Level I (limited) English and level III (good) Spanish are required. (Please see section "To Apply" on pg 2 for test instructions.)
- Must have a valid driver's license.
- Must be able to lift heavy objects.

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ALL APPLICANTS MUST PASS A RIGOROUS SECURITY CLEARANCE PROCESS.**



**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving on probation are not eligible to apply.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

**TO APPLY:**

Interested applicants for this position must submit the following or the application **WILL NOT BE CONSIDERED:**

- Non-native Spanish speakers: Test score is required from the CIS (Centro de Idiomas del Sureste Calle 14 # 106 Col. Mexico. Tel. 926-9494). Test fee is the applicant's responsibility.
- Application for U.S. Federal Employment (SF-171 or OF-612); or A current resume or curriculum vitae that provides the same information as an OF-612; plus Candidates who claim U.S. Veterans Preference must provide a copy of their Form DD-214 with their application. Any other documentation (e.g., copies of High school diplomas, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
American Consulate Merida  
Calle 60 No.338-K por 29 y 31  
Col. Alcalá Martín  
97050 Merida, Yucatan. Mexico.  
FAX: (999) 942-5750

Please check the U.S. Embassy web site for future vacancy announcements: [www.usembassy-mexico.gov](http://www.usembassy-mexico.gov)

**DEFINITIONS:**

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - o US Citizen;
  - o Spouse or child who is at least age 18;
  - o Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - o Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - o Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. **ALL CANDIDATES FOR EMPLOYMENT MUST PASS A BACKGROUND CHECK OR SECURITY INVESTIGATION. THE SECURITY PROCESS MAY TAKE UP TO THREE (3) MONTHS TO COMPLETE AND THE APPLICANT CANNOT BEGIN WORK UNTIL THE CLEARANCE PROCESS IS COMPLETE.**
7. **LOCALLY RESIDING US CITIZENS WHO ARE NOT EFM'S MUST HAVE RESIDED IN THE UNITED STATES OR HAVE BEEN ASSOCIATED WITH A US EMBASSY/CONSULATE OR US COMPANY IN A FOREIGN COUNTRY FOR THREE OUT OF THE LAST FIVE YEARS PRIOR TO APPLYING FOR THE POSITON.**

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**CLOSING DATE: JULY 28, 2009**

Drafter:JPadilla

Cleared:KMartin

RLarsen

PDubois

CVillanueva

MAlvarez